

**Essex Regional Retirement System**  
**Job Title: Executive Assistant**

**Summary:** The Essex Regional Retirement Board is seeking an **Executive Assistant**. This position is responsible for providing general office administrative support, the deposit of payments made to the retirement system, and the enrollment of new members. This position may be required to record the minutes of public meetings. A complete job description is available on Latest News and Announcement page of the retirement system's website ([www.essexregional.com](http://www.essexregional.com)). The starting wage range for this position is \$25.50 to \$26.00 per hour. Interested candidates should email a cover letter and resume to Charles E. Kostro, Executive Director, Essex Regional Retirement System, at [ckostro@essexrrs.org](mailto:ckostro@essexrrs.org). This position will remain open until filled but interviews for this position will begin on or about November 19, 2018.